

# **Kansas City Composite Squadron Position Policies**

## **LOGISTIC OFFICER (LG) (P206)**

### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

Reports to the Squadron Commander

Manages and directs the logistics program to include the areas of supply, transportation, maintenance, and installation engineering

They shall:

- Advise the commander on status of logistics programs and establish logistics policies
- Review budget requirements of logistics activities and direct consolidation of logistics budget
- Be responsible for real property management in accordance with CAPR 87-1
- The logistics officer should be familiar with the CAP directives in the series indicated below:
  - Transportation matters 76, 77 series
  - Usage of DOD real property 87 series
  - Aircraft status/inventory 67 series
  - Aircraft marking 66 series
  - Aircraft maintenance 66 series
  - Supply matters 67 series
  - VSI/HIS Insurance Matters 900 series CAPR 20-1 (E) 37
- Review and comply with all relevant National, Wing and Squadron Policies

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- Ensure compliance and submit a completed self SUI on Supply and Transportation by 1<sup>st</sup> of September annually to the Squadron Commander
- Review Maintenance Officer, Supply Officer and Transportation Officer training and achievements, assist new members that may be placed into one of these positions
- Ensure subordinates file required monthly reports and required audits in a timely manner
- Oversee the ORMS system inputs for accuracy
- Prepare monthly reports to the Unit Commander on scheduled staff meetings